



2 Martin Luther King Jr. Drive SE, Suite 754, East Tower, Atlanta, GA 30334

## **STABLE 4ward Guidance**

Georgia's child care stabilization program, STABLE 4ward, will begin accepting applications on October 18, 2021. The application will be open for 3 weeks and close at 6:00 p.m. on November 9, 2021. DECAL recognizes the critical role that child care plays in supporting children, families, businesses, and the economy as a whole. The purpose of STABLE 4ward is to respond to the urgent need to stabilize the child care sector in Georgia. Funded by supplemental Child Care Development Block Grant funds through the American Rescue Plan Act (ARPA), this opportunity is intended to help stabilize the cost of maintaining child care programs by supporting the child care workforce, reducing the financial burden of child care for families and ensuring a safe and healthy environment.

### **Section 1: Provider Types the May Apply**

The STABLE application will be available for programs in the following categories because they have met all Office of Child Care health and safety requirements as of the date of their application submission.

- Licensed Child Care Learning Centers
- Licensed Family Child Care Learning Homes
- Child Care Learning Centers that have been issued a Temporary License and have had an Initial Licensing Visit
- Family Child Care Learning Homes that have been issued a Temporary License and have had an Initial Licensing Visit
- Licensed child care partners for Head Start and/or Early Head Start grantees that are in the categories above

Programs in the following categories are NOT able to apply for STABLE.

- Licensed-exempt programs
- Child Care Learning Centers that have been issued a Temporary License without an Initial Licensing Visit
- Family Child Care Learning Homes that have been issued a Temporary License without an Initial Licensing Visit
- Providers with a 'Pending' status and an initial application
- Providers with a 'Pending' status and has a Permit
- Providers with a 'Pending Closed' status
- Providers with a 'Pending' Change of Location application
- Providers with a 'Revocation Pending' status
- Informal Providers



2 Martin Luther King Jr. Drive SE, Suite 754, East Tower, Atlanta, GA 30334

- Support Centers
- Head Start grantees
- Early Head Start grantees

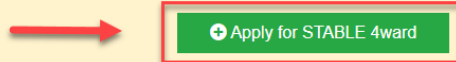
## Section 2: General Application Information

- 1. Accessing the Application:** Providers may access their application for each site when logging into their DECAL KOALA self-service account. The application will be available beginning at 12:01 a.m. on October 18, 2021 and will remain visible until the application closes at 6:00 p.m. on November 8, 2021.
  - A. Select the green “Apply for STABLE 4ward” button to enter the application.
  - B. This link will remain visible even after successfully submitting an application in order to allow programs to edit and resubmit their application as needed until the deadline.
  - C. Once started, the application cannot be saved until it is submitted.**

The fourth round of the Short Term Assistance Benefit for Licensed Entities, STABLE 4ward Application, is available for licensed child care providers and those operating with a temporary license that have received an initial licensing visit interested in applying to receive supplemental Child Care Development Block Grant funds provided by The American Rescue Plan Act (ARPA). This funding opportunity is intended to help stabilize the cost of maintaining child care programs by supporting the child care workforce, reducing the financial burden of child care for families and ensuring a safe and healthy environment.

In accordance with guidance from the Office of Child Care, this application is not intended for licensed program locations that are Head Start and/or Early Head Start grantees. However, licensed child care programs that are partners for Head Start and/or Early Head Start grantees are eligible to apply and receive funding based on providing care to children that are not reported on Head Start and/or Early Head Start rosters.

**Applications must be submitted by 6:00 p.m. on Nov 08, 2021.** Applications will not be accepted after the submission deadline.



- 2. Confirming the Operational Details of the Program:** The first step of the application is confirming certain detail about the program applying for the application.
  - A. Select the appropriate answer for each of the questions related to Head Start and Early Head Start
    - 1. Are you currently a Head Start or Early Head Start grantee?**
      - Head Start and Early Head Start grantees are not allowed to receive funding from STABLE 4ward even though many have a child care license. If a grantee enters the application, once they select “Yes”, they will be directed out of the application. All non-grantees must select “No”
    - 2. Is your program location currently a child care partner to a Head Start or Early Head Start grantee?**
      - Licensed child care providers that are partner sites for Head Start and Early Head Start are able to apply and receive funding but must use an alternative application to do so in order to account for funding received by their partnership. Partnership sites must select “Yes”, and all other programs must select “No”.



2 Martin Luther King Jr. Drive SE, Suite 754, East Tower, Atlanta, GA 30334

### 3. Email Address for STABLE Communications

- All applicants must enter the email address they wish to use for all STABLE communications.

Are you currently a Head Start or Early Head Start grantee?	<input type="radio"/> Yes <input type="radio"/> No
Is your program location currently a child care partner to a Head Start or Early Head Start grantee?	<input type="radio"/> Yes <input type="radio"/> No
Email Address for STABLE Communications:	
<input type="text"/>	

### 4. Non-traditional Time Periods

- Child care programs that have their license set up appropriately to operate before 6:00 a.m. and after 7:00 p.m. and/or on Saturday or Sunday will see an additional set of selections. Providers that are actually providing care during any of the times shown are able to select one or more that apply to their program. Doing so will mean an enhancement will be applied to the total estimated funding amount to account for the increased cost of operations.

Are you currently a Head Start or Early Head Start grantee?	<input type="radio"/> Yes <input type="radio"/> No
Is your program location currently a child care partner to a Head Start or Early Head Start grantee?	<input type="radio"/> Yes <input type="radio"/> No
Email Address for STABLE Communications:	Non-traditional time periods: Select one or more if you operate during these time periods
<input type="text"/>	<input type="checkbox"/> Before 6:00am <input type="checkbox"/> After 7:00pm <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
<b>Note:</b> If selecting an option above, providers will be required to prove they are caring for children during these non-traditional time periods	

### 3. Requirements for Federal Reporting Compliance: Programs that apply must select the appropriate details related to the director of the program applying for STABLE 4ward.

Director Race:	Director Ethnicity:	Director Gender:
<input type="text" value="Select--&gt;"/>	<input type="text" value="Select--&gt;"/>	<input type="text" value="Select--&gt;"/>



2 Martin Luther King Jr. Drive SE, Suite 754, East Tower, Atlanta, GA 30334

**4. Enter the Required Attendance Information:** To provide STABLE 4ward funding in a manner that accounts for how each provider is operating today relative to their pre-pandemic operations, each applicant must enter their recent attendance in the application. Please enter the total attendance for the month of September 2021 (**if you were not granted permission to operate in September of 2021, use October 2021 attendance from the date of PTO to the application date**). Providers should enter the attendance count by age based on the age categories on the table.

A. For Total Attendance, providers must count all children that meet **ONE** of the following criteria and enter the count of children by the child's age:

- 1. The child attended the program in person for care, for any length of time, between 6:00 a.m. and 7:00 p.m. on any Monday, Tuesday, Wednesday, Thursday, or Friday during the month. Do not count children that attended outside of these times and days.**
- 2. You, the child care provider, billed for and received payment for an ABSENT CHILD with an active CAPS scholarship for any service week beginning in September of 2021 (or October if applicable), in accordance with the CAPS Emergency Payment Policies Waiver.**
  - TIP: Take a list of all children enrolled through private pay, GA-Pre-K or CAPS in your program since September 1, 2021. First, count each of children that attended, for any length of time, in person from September 1 through September 30 (or October if applicable) based on the criteria above in number 1. Second, for any of the children that did not attend, ALSO count any of these children that your program received a CAPS payment for any week of care in September of 2021 (or October is applicable). These are the children you should include when you complete your attendance for the application.

**Note:** Providers will be required to prove they are caring for the total number of children, for the specified month.

Age	Calc Sept 2021 Eligible Attendance	Total Attendance
Under 1 year		<input type="text" value="0"/>
1 year		<input type="text" value="0"/>
2 years		<input type="text" value="0"/>
3 years		<input type="text" value="0"/>
4 years		<input type="text" value="0"/>
5 years (pre-k only)		<input type="text" value="0"/>
5 years & older (kindergarten & up)		<input type="text" value="0"/>
<b>Total</b>		

B. Using the Age Categories for the Attendance Table

1. We are asking you to use the actual age in September of 2021 (or October if applicable) of the child and not the type of classroom they are in.
2. If a child has a birthday during the month, use the age they were for most of the month.
3. A provider may not see all age groups in their application if they are not licensed to care for those ages. **Please contact your child care consultant if all applicable age groups are not visible but should be.**

Age Category	Description of Age Category
<b>Under 1 year</b>	<ul style="list-style-type: none"> <li>Children under the age of 1</li> <li>Cannot be used for Georgia's Pre-K Attendance</li> </ul>
<b>1 year</b>	<ul style="list-style-type: none"> <li>Children age 1 but less than age 2</li> <li>Cannot be used for Georgia's Pre-K Attendance</li> </ul>
<b>2 years</b>	<ul style="list-style-type: none"> <li>Children age 2 but less than age 3</li> <li>Cannot be used for Georgia's Pre-K Attendance</li> </ul>
<b>3 years</b>	<ul style="list-style-type: none"> <li>Children age 3 but less than age 4</li> <li>Cannot be used for Georgia's Pre-K Attendance</li> </ul>
<b>4 years</b>	<ul style="list-style-type: none"> <li>Children age 4 but less than age 5</li> <li><b>Can</b> be used for Georgia's Pre-K Attendance</li> </ul>
<b>5 years (pre-k only)</b>	<ul style="list-style-type: none"> <li>Children age 5 but less than 6 that are <b>not</b> in kindergarten</li> <li>This is for children who are in any pre-kindergarten setting such as a Georgia's Pre-K Program classroom, a Head Start Pre-Kindergarten classroom, or a private-pay Pre-Kindergarten classroom</li> <li>This is also for children in an afterschool setting who are not in K-12.</li> <li><b>ATTENTION Family Child Care Learning Home providers</b> <ul style="list-style-type: none"> <li><b>This age category will not appear to you and you should place all children that are age 5 in the age category "5 years &amp; older" for the purpose of completing the application.</b></li> </ul> </li> </ul>



2 Martin Luther King Jr. Drive SE, Suite 754, East Tower, Atlanta, GA 30334

<b>5 years &amp; older (kindergarten &amp; up)</b>	<ul style="list-style-type: none"> <li>Children age 5 and over that are school age</li> <li>School age means that they are in a public or private K-12 class</li> <li>Cannot be used for HS/EHS Enrollment</li> <li>Cannot be used for Georgia's Pre-K</li> </ul>
<b>Total</b>	<ul style="list-style-type: none"> <li>This is a calculated field and not an entry field</li> <li>This field calculates the sum of attendance for each column for all age categories.</li> </ul>

- C. Partner programs for Head Start and Early Head Start will complete their Total Attendance for all children based on the directions above first and then will enter the number of children reported on their Head Start and/or Early Head Start roster included in the Total Attendance.

**Note:** Providers will be required to prove they are caring for the total number of children, for the specified month.

Age	Calc Sept 2021 Eligible Attendance	Total Attendance	Head Start Roster	Early Head Start Roster
Under 1 year	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1 year	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2 years	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3 years	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4 years	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5 years (pre-k only)	0	<input type="text" value="0"/>		
5 years & older (kindergarten & up)	0	<input type="text" value="0"/>		
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



2 Martin Luther King Jr. Drive SE, Suite 754, East Tower, Atlanta, GA 30334

5. **Application Affirmations:** First, each applicant will have to agree to meet each of the STABLE Affirmations of Compliance by checking each associated box. Second, each applicant will have to select an answer to the Affirmation of Operating Cost question. If the answer selected is “No”, please add comments to help us understand why \$240 per child is not an adequate amount. Finally, please check the acknowledgement and enter your name for the affirmation section to be completed.

**STABLE Affirmations of Compliance**

☒ This child care program will, when open and providing services, implement policies in line with rules, guidance, and orders from the Georgia Department of Early Care and Learning and, to the greatest extent possible, implement policies in line with guidance from the Centers for Disease Control and Prevention.

☒ This child care program will not involuntarily furlough(reduce hours) employees and will ensure that all employees receive the same compensation of wages and benefits from the date of the application submission through the duration of the award period. This does not apply in cases of voluntary/involuntary separation between the child care program and an employee.

☒ This child care program will provide relief from applicable copayments and tuition payments for the families enrolled in the program, to the extent possible, and prioritize such relief for families struggling to make either type of payment.

**STABLE Affirmations of Operating Cost**

STABLE payments are based on an average weekly cost of \$240 per child for all ages. This amount is based upon the estimated cost of care for a 2 year old child in full day care at a 2-star Quality Rated center in metro Atlanta. This amount is intended to take into account the fact that cost will vary by age by age and when considering the number and age of children served by the average-size provider, the amount of \$240 per child is equal to, or greater than, the average cost per child for most providers. Answering Yes or No will not impact the amount of your payment.

☒ Yes, on average, \$240 per child is equal to, or greater than, my operational cost per child.

☐ No, on average, \$240 per child is not equal to, or greater than, my operational cost per child.

☒ By entering your name  as an electronic signature, you are attesting to the above statements that are required by the American Rescue Plan Act (ARPA).

6. **Estimated Grant Award:** Applicants will be presented with their estimated grant award based on their application information. The amount shown is not the approved amount. Once all applications are submitted and reviewed, the Total Approved Grant Amount will be sent along with an approval summary to the email address provided.

For the current round of STABLE, the estimated funding amount is based on a combination of available data and data submitted by each program. The intent of the calculation is to take into account the average impact across all providers but also to give consideration to the fact that not all child care programs have been impacted in the same manner. In order to balance these considerations, half of the total eligible grant amount will be based on the average impact across all providers and half of the payment will be based on how your particular program location has been impacted at the time of the application.

A detailed explanation and examples can be found: [STABLE Application Guidance](#)

<b>Estimated Monthly Grant Amount:</b>	<b># of Months:</b>	<b>Total Estimated Grant Amount:</b>
\$3,256.00	23	\$74,888.00
<b>Approved Monthly Grant Amount:</b>	<b># of Months:</b>	<b>Total Approved Grant Amount:</b>
\$0.00	23	\$0.00

Application must be submitted and approved by DECAL before the approved amounts will be visible.





2 Martin Luther King Jr. Drive SE, Suite 754, East Tower, Atlanta, GA 30334

**7. Enter the Budget Allocation for the STABLE 4ward Funds:** All applicants must complete a budget allocation to account for 100% of how they intend to use the funds. The budget allocation for STABLE 4ward includes 4 categories: Workforce Supports, Tuition Relief for Families, and Operational Supplies Materials, and Food.

- A. The only limitation for the budget allocation is that no more than 30% of the total budget can be allocated to the Facilities Costs and Operational Supplies, Materials, and Food categories.
- B. 100% can be applied to Workforce Supports and Tuition Relief for Families.

Budget Allocation Categories	Percentage Allocation	Total Estimate Funding
Workforce Supports	<input type="text" value="0"/> %	\$0.00
Tuition Relief for Families	<input type="text" value="0"/> %	\$0.00
Facilities Costs	<input type="text" value="0"/> %	\$0.00
Operational Supplies, Materials and Food	<input type="text" value="0"/> %	\$0.00
<b>Total</b>	<b>0 %</b>	<b>\$0.00</b>

**8. Read, Accept the Terms of the Application and Agreement, and Submit:** All applicants must acknowledge the terms of for STABLE 4ward. Those terms are shown on the following page. Then enter the applicant’s name as an electronic signature and select “Submit”. If any errors occur, the applicant will be directed to a summary identifying the errors to correct. **If the submission is successful, the applicant will see a message in green (below) confirming the receipt of the application by DECAL.**

- A. An email will be sent to the email address provided in the application.

By entering your name  as an electronic signature, you affirm that the information entered on the above Short Term Assistance Benefit for Licensed Entities (STABLE) Payment Application is true to the best of your knowledge pursuant to O.C.G.A. 16-10-20. Also understanding that initiation of this process does not guarantee that a STABLE Payment will be issued. You further acknowledge that this document executed by electronic signature shall be considered as an original signature for the purpose of being screened for this payment and shall have the same force and effect as an original signature.

Thank you for submitting your request. This message is the receipt of your submission of STABLE Payment application submission number 1030. STABLE applications will be processed once the application period has closed and you will be notified at that time if any additional action is necessary to receive the payment.





### APPLICATION AND AGREEMENT FOR SHORT TERM ASSISTANCE BENEFIT FOR LICENSED ENTITIES

By submitting an "Application" for the Short Term Assistance Benefit for Licensed Entities made available by the Department of Early Care and Learning (DECAL) through a federally funded grant provided by the American Rescue Plan Act of 2021, public law number 117-2 (March 11, 2021), and thereby entering into an "Agreement" by accepting funds distributed pursuant to this Application and Agreement, the undersigned, its employees, agents, subcontractors, and assigns certifies and agrees:

- (1) to be bound by any and all terms set forth in this Application, and throughout the duration of this Agreement, including affirmations, to use any and all funds distributed pursuant to this Agreement in the manner set forth below;
- (2) that by submission of this application, and entering into this Agreement, you are representing that your program is open and caring for children or actively demonstrating to DECAL that your program is available to provide care or attempting to care for children; if at the time of submitting an Application, a program has no attendance the application will be processed; however, DECAL reserves the right to suspend or terminate the Agreement if the applicant is unable to show that the program is actively attempting to care or be available to care for children;
- (3) that by submission of this application and selecting that care is provided beyond the hours between 6:00 A.M. and 7:00 P.M. on Monday, Tuesday, Wednesday, Thursday or Friday, you are representing that your program is open and caring for children during non-traditional hours and as such are receiving additional funding for that purpose; however, DECAL reserves the right to suspend or terminate the Agreement if the applicant is unable to show that the program is actively providing care, attempting to provide care, or available to care for children during non-traditional hours;
- (4) that no expectation of future payment shall be created by the approval of the Application nor the receipt of one or more payment made under this Agreement; funding may be eliminated, reduced, or restricted prior to distribution of any monthly payment by agency action, legislative action, Federal or state allocations, or executive action;
- (5) that any funding awarded under the Agreement must be awarded to the license holder at the time of the Application and used solely for the benefit of that licensed location; the award shall not be transferred, delegated, or paid to a successor in interest unless a change of a location has been approved by DECAL with the exact legal ownership remaining the same;
- (6) that eligible attendance is defined by a child that attended at least one part, of one day, during the hours between 6:00 A.M. and 7:00 P.M. on Monday, Tuesday, Wednesday, Thursday or Friday or by a child for which a provider billed and received payment for under the Emergency CAPS Payment Policies Waiver for the time period defined by this Agreement;
- (7) to only expend the funds in a manner consistent with the allocations noted in the Application while ensuring no more than 30 percent of the total award can be applied to budget category 3, Facilities Cost and budget category 4, Classroom Materials, Supplies, and Food, individually or in combination, as listed in the Application;
- (8) that construction or major renovation are prohibited uses of funds; construction means the erection of a facility that does not currently exist; major renovation means: (1) structural changes to the foundation, roof, floor, exterior or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or (2) extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change
- (9) that funds may be expended for minor remodeling in budget category 3, Facilities Cost, for upgrading child care facilities to assure that providers meet State and local child care standards, including applicable health and safety requirements. Improvements or upgrades to a facility which are not specified as the definitions of construction or major renovation above may be considered minor remodeling and are, therefore, not prohibited;
- (10) to expend the total award amount received based on allowable cost incurred from March 11, 2021 to June 30, 2024;
- (11) to expend no less than 50 percent of each monthly award within 90 days of receipt of such payment;
- (12) that in the event of permanent program closure prior to 6/30/2024, any amount of funding received that cannot be supported by an allowable and documented cost, shall be returned to DECAL within 30 days;
- (13) to keep accurate records for a period, through the duration of this Agreement and no less than 3 years from 6/30/2024, of the use of all funds received pursuant to this Application; including, but not limited to, invoices, receipts, purchase orders, payroll records, attendance records, arrival and departure records, and evidence of tuition relief to families;
- (14) to comply with STABLE reconciliation reporting requirements;
- (15) to allow DECAL, or its representatives, throughout the term of this agreement and the record retention period, unlimited access in person or remote, to audit and examine any and all records related to the funds disbursed pursuant to this Application, including, but not limited to, all records, reports, distributions, account ledgers, balance sheets, bank records, credit card statements, electronic payment records, receipts, attendance records, arrival and departure records, or other documents related to the receipt and distribution of all funds, regardless of account, pursuant to this Application;
- (16) that it is sufficient that an audit request be deemed received by the provider if issued by DECAL through email to the provider's email address on the Application;
- (17) that failure to provide all requested records and information to DECAL within 10 days of the request may result in reclaim of some, or all funds paid and may result in the cancellation of some, or all future funds related to the Agreement;
- (18) to allow DECAL or its representatives to interview any employee or agent in relation to funds disbursed pursuant to this Agreement;
- (19) that any funds received pursuant to this Agreement are subject to repayment, reclaim and recapture if (a) the funds are not used in the manner provided for and set forth in this Application OR (b) if complete and timely access to records or information as set forth in the preceding paragraphs is refused or denied by the person(s) or entity receiving funds pursuant to this Agreement (c) or, if any information provided in the Application is found to be false or misleading;
- (20) that an appeal of a reclaim determination must be made within 10 days that determination being issued by DECAL;
- (21) to return the full amount of reclaimed funds within 180 days of a reclaim determination;
- (22) that this is an application for a continuing benefit under its existing child care license and its lawful presence in the United States pursuant to O.C.G.A 50-36-1, to the extent required, has been previously established;
- (23) to remain in compliance with all Rules and Regulations governing Child Care Learning Centers or Family Child Care Learning Homes, including all provisions related to Comprehensive Criminal Background Checks;
- (24) that this Agreement does not and will not violate any conflict of interest provisions of O.C.G.A. § 45-10-20 et seq., in any respect and agrees not to employ any individual that would result in a violation of this law;
- (25) to provide a drug-free workplace in accordance with 41 U.S.C. § 8103;
- (26) it will NOT use any funds disbursed under this Agreement for lobbying or any other use prohibited pursuant to 31 U.S.C. Section 1352;
- (27) to comply with Executive Order No. 11246, as amended and as supplemented by U.S. Department of Labor regulations (41 CFR, Part 60-1, et seq.), which prohibits discrimination based on race, creed, color, religion, national origin, sex, or age;
- (28) that if any provisions or paragraphs of this Agreement are or become illegal, unenforceable, or invalid, in whole or in part for any reason, the remainder of this Agreement shall remain in full force and effect without being impaired or invalidated in any way;
- (29) that every section and subsection of the Application and Agreement is equally important and failure to strictly adhere to all terms and affirmations of the Application and Agreement at any point during the award period may subject the applicant to suspension or termination of the award and a repayment or recapture of any and all funds previously dispersed; and
- (30) that this Agreement may be delivered by facsimile, email or other means of electronic transmission with the same legal effect as delivery of an original signed copy of the Application; this Agreement can be signed electronically with the same legal effect as an original signature; an applicant's initials or name shall have the same effect as an original signature.